

ADMINISTRATIVE - INTERNAL USE ONLY

W/FBIS
Wend

11 September 1986

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM: [REDACTED]

Director of Logistics

SUBJECT: Request for Assistance

1. Several weeks ago I took the liberty to discuss with [REDACTED] of your office, her interest and willingness to assist us in a review of our ADP activities. [REDACTED] said that she thought she could handle this temporary assignment in addition to her regular duties and that, with your concurrence, she would be willing to undertake the project.

2. The Office of Logistics (OL) has a number of ADP-related activities and objectives. We are not, however, certain that our resources are being utilized most effectively in this area. Further, we are not at all certain that we are properly organized to achieve our ADP objectives. Given Alison's expertise in the ADP field and her management experience, we believe that she could undertake an objective study of our situation and provide us with some sorely needed suggestions and recommendations. The entire project would require that she spend a total of about two to three workdays examining our ADP programs and perhaps a total of about five to eight workdays talking with key OL division and staff chiefs. There is no specific deadline for this effort. I believe that Alison could provide us with a report within three months without adversely impacting on her primary duties and responsibilities at FBIS.

3. I would be pleased to discuss this matter in more detail with you, if needed. I hope that you will concur in allowing Alison to take on this project for us. We are not trying to avoid the task ourselves, but we desperately need someone from outside OL who has no prejudices on this subject. Again, Alison is ideally suited to tackle this task for us.

CONCUR: [REDACTED]

A/ [REDACTED]
Director, Foreign Broadcast Information
Service16 SEP 1986
Date

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OL-0038-86

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O-DL (9 Sept 86)

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